Manual to set Google Calendar Update options in G Suite

Login in a web browser (i.e. Google Chrome) as a G Suite Administrator for your organisation. On <u>https://admin.google.com</u> go to apps -> Calendar

Click on 'Sharing Settings':

≡ Google Admin	٩	Search for users, groups, and settings (e.g. migrate emails)		13	8	?	
Apps > G Suite > Settings for Ca	llendar						
		Calendar ON for everyone https://www.google.com/calendar/hosted/studentsign.net	✓ EDIT SERVICE				
		Percentage of users using this Active users in last seven days application					
		Sharing settings Set global sharing policies for user's primary calendars.					
		Resources Define resources that are available for users to schedule on their calendars, such as meeting rooms,					

Click on 'External sharing options for primary calendars:

		ADD GROUP SETTING GOT IT
31 Calendar	External sharing options for primary calendars Applied at 'studentsign.net'	Outside studentsign.net - set user ability for primary calendars Only free/busy information (hide event details)
Users	Internal sharing options for primary calendars	Within studentsign.net - set default Share all information
Groups	Applied at 'studentsign.net'	
Organisational units		
Search for organisational units	Video Calls Applied at 'studentsign.net'	Automatically add video calls to events created by a user ON
▼ studentsian.net		

Click on 'External sharing options for primary calendars and select 'Share all information and outsiders change calendars'. Click on 'Save'. After clicking on 'Save' you can click on 'Cancel' to return to the previous page.

Note: this does not make calendars available for outsiders immediately. It only **allows** you to make calendars available for outsiders on a calendar, but you will have to update each calendar with information about who is allowed to update your calendar.

		ADD GROUP SETTING GOT IT
	Sharing settings	
31 Calendar	External sharing options for primary calendars Applied at 'studentsign.net'	Outside studentsign.net - set user ability for primary calendars By default, primary calendars are not shared outside studentsign.net. Select the highest level of sharing that you want to allow for your users.
		Only free/busy information (hide event details)
		O Share all information, but outsiders cannot change calendars
		Share all information and outsiders can change calendars
		O Share all information, and allow managing of calendars
		Changes may take up to 24 hours to propagate to all users. Prior changes can be seen in Audit log

(Optional) To set external calendar sharing options for secondary calendars users create, go to G Suite > Calendar > General Settings

You'll see the same options as for primary calendars. You just can't set them for individual organizational units.

31 or	Calendar N for everyone tps://www.google.com/calendar/hosted/studentsign.net	
– Active users in last seven days	– Percentage of users using this application	
Sharing settings Set global sharing policies for use	er's primary calendars.	
Resources Define resources that are availab projectors, company cars, or othe	le for users to schedule on their calendars, such as meeting rooms, r shared equipment.	
Room Insights Dashboard Get an overview of key room usag and most/least popular rooms.	ge metrics like the room usage across different dates, different times,	
General settings Configure external sharing policie	25.	

Click on 'General settings':

Click on 'External Sharing for secondary calendars:

Calendar	General settings		^
	External sharing options for secondary calendars	Outside studentsign.net - set user ability for secondary calendars Share all information, but outsiders cannot change calendars	
	Internal sharing options for secondary calendars	Within studentsign.net - set default Share all information	
	Resource booking permissions	Allow users to book resources that are shared as "See only free/busy" \ensuremath{Learn} more \ensuremath{ON}	

Select 'Share all information and outsiders change calendars'. Click on 'Save'. After clicking on 'Save' you can click on 'Cancel' to return to the previous page.

Note: this does not make calendars available for outsiders immediately. It only **allows** you to make calendars available for outsiders on a calendar, but you will have to update each calendar with information about who is allowed to update your calendar.

31 Calendar General settings External sharing options for secondar clendars Oxtaide studentsign.net - set user ability for secondary calendars By default, secondary calendars are not shared outside studentsign.net. Select the highest level of sharing that you want to allow for your uses. Only free/busy information (hide event details) By adefault, secondary calendars By adefault, secondary calendars Share all information, but outsides can not change calendars Share all information, and allow managing of calendars Share all information, and allow managing of calendars Share all information, and allow managing of calendars Share all information, and allow managing of calendars Share all information, and allow managing of calendars Share all information, and allow managing of calendars <					
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				1 unsaved change CANCEL	SAVE

You are done.